

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
111-05

Effective Date:
10/01/2015

Subject:
Planning and Research

Approved by:

A handwritten signature in black ink, appearing to read "S.D. Hebbe".

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish the functions and responsibilities of Planning and Research.

POLICY:

It is the policy of the Farmington Police Department to maintain a Planning and Research function, which will act as a coordinating center and information reserve to facilitate the formulation of goals and objectives.

PROCEDURE:

The role of the Planning and Research function is to assist the Chief of Police and his staff in providing Department-wide planning and direction, and evaluation of the achievement of goals and objectives.

It is the philosophy of this Department that each member of the Department has an interest and a responsibility to participate in the planning and research process. Members are advised when planning issues are being discussed and are encouraged to submit suggestions.

Planning and research functions can be assigned to any Department member, who then has access to all necessary information resources and reports to the Deputy Chief or directly to the Chief of Police, as the situation dictates.

Any reports generated as a result of planning and research is disseminated to the affected individuals, divisions and units.

Planning and Research assists and coordinates the development of a multi-year Strategic Plan which will include the following:

1. Long and short term goals and operational objectives;
2. Anticipated workload and population trends;
3. Anticipated personnel levels;
4. Anticipated capital improvements and equipment needs;
5. Provisions for review and revision, as needed.